



Nothing Compares  
**NORTH CAROLINA**

GENERAL GOVERNMENT OVERSIGHT MEETING  
**Establishing & Filling New Positions**

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NC Office of State Human Resources



# *Delegated Authority*



The State Human Resources Act (G.S. 126-3) and the North Carolina Administrative Code (25 NCAC 01A .0106) give OSHR the power to delegate authority to all agencies, departments, and institutions where it is cost effective for certain classification and corresponding salary administration actions and other personnel programs and activities.



# *Delegated Authority*



**Allows HR directors or designated officials in an agency to be accountable for all HR actions without OSHR approval**

## **OSHR's Role:**

Review agency requests for Delegation of Authority

- Monitors agencies' HR actions and provides corrective action as needed
- OSHR **does not** need to approve HR actions for agencies with Delegation of Authority on job classifications



# Process for Establishing New Positions



## BUDGET PROCESS

*(If position is to be paid from general appropriations)*

(If position is to be paid from general appropriations)			Timeline
1	Agency requests expansion item to include funding for new position		Steps 1-3 occur during legislative session  <b>March – July</b>
2	With approval from Governor’s Office and OSBM, the funding for the position is included in the budget proposal presented to the GA		
3	With approval from GA, the position is added to the agency’s budget in the final budget bill		
4	Agency creates a new position within BEACON; this establishes a position number	Steps 4-5 establish a new position in BEACON and the agency’s budget	1 Day
5	Upon certification of budget, agency submits budget revision with the new position number to OSBM for approval		1-2 Days
6	Agency may now recruit for the position		



# Process for Establishing New Positions



## AGENCY PROCESS

Timeline  
(Days)

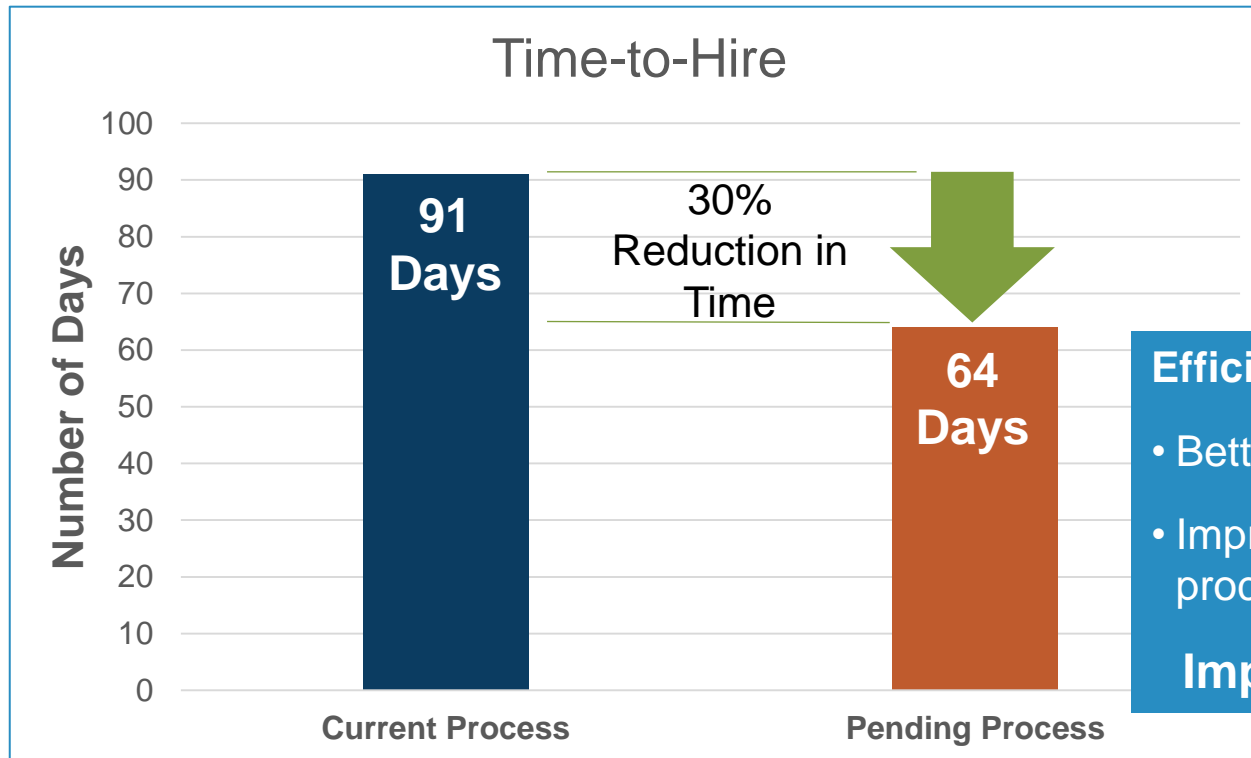
1	Discuss job requirements with hiring manager; provide sample job description(s)	1
2	Hiring manager develops job description	2-3
3	Agency determines appropriate job classification and salary level	2-3
	 OSHR approves classification	<i>This step needed ONLY if agency <u>does not</u> have delegated authority</i>
4	Create position within BEACON and establish position number	1
5	Receives budgetary approval	2-3
6	<b>Post Position</b>	<b>TOTAL TIMELINE TO POST NEW POSITION</b> <ul style="list-style-type: none"><li>• Approx. 2 weeks <i>WITH</i> agency delegation;</li><li>• Approx. 3 weeks <i>WITHOUT</i> agency delegation</li></ul>
7	<b>SCREEN – INTERVIEW – HIRE</b>	

## *Reasons Process May Take Longer*

- Inconsistent processes among agencies
- Manual processes
- Evolving business needs and requirements
- Process must be followed regardless of number of positions
- Internal coordination with agency HR and fiscal/budget staff and, in some instances, external coordination with OSHR and OSBM
- Complexity of funding stream (federal, state and receipt-supported)
- Developing appropriate recruitment strategies



# Time-to-Hire\*



## Efficiencies Gained Through:

- Better use of technology
- Improved and more consistent processes

**Implementation: May 2017**

\* Time-to-Hire is from when a position is posted to when the offer is accepted.



# *Impact of New Classification System*

## Two systems into **ONE** unified classification & compensation system

### **Includes:**

- **ONE** set of flexible salary administration policies
  - Agencies can set salaries ***without*** OSHR involvement
- **Delegation of Authority** that gives agencies more autonomy and allows them to post positions and hire more quickly
- Continued strategic alignment between OSHR and state agencies
- Launch Date: **February 1, 2017**





# *Classification & Compensation Plan Go Live Project Plan*

Activity	Date
Position allocation list sent to HR directors for review	November 15, 2016
Moratorium on all reclassifications	Dec. 15, 2016
Final position allocation list due to OSHR	Dec. 30, 2016
Additional Salary Administration training for wait-listed HR professionals	Dec. 5 – 6, 2016, and Dec. 12 – 13, 2016
Self-training - manager/supervisor training	Dec. 22, 2016 – January 31, 2017
Agency HR team hands-on training for managers/supervisors	Jan. 13 & 17, 2017
BEACON system completes all new reallocations	Jan. 18 – 28, 2017
Review BEACON system for accuracy	Jan. 23 – 30, 2017
Agencies send employee information letters	Jan. 23 – 27, 2017
<b>Go Live</b>	<b>Feb. 1, 2017</b>
Manager/supervisor training by agency HR	Feb. 1 – March 31, 2017

